

Lincoln Public Library Trustees Meeting
February 26, 2019

Present: Jacquelin Apsler, Chair; Martin Dermady, Peter Sugar, Ron Chester, Barbara Myles, Ginny Turpin, Recorder; Lisa Welter, Archivist; Valerie Fox, Town Clerk; Alice Wiggin, Historical Society

Minutes of the January 22, 2019 meeting were approved as written.

VOTE: Unanimous

Discussion Items:

- a. Historical Society Gift:** Alice Wiggin described a display case that the Society would like to build for the Lincoln Public Library to display historic town record books. These will be unbound and treated for display. They will be digitized also, based on needs and value. Lisa Welter plans to reach out to high school seniors and teachers of history who might be interested in helping with research and the display selection process.

Motion to Approve.

VOTE: Unanimous

- b. Garden Club Tree Tour:** All were in favor of the Lincoln Public Library Trustees being mentioned in the brochure.

VOTE: Unanimous

- c. Code of Conduct:** The issue of children left unsupervised by parents in the Library was discussed. Jacquelin suggested comparing our experiences and solutions with those of other comparable libraries. A draft of the Code of Conduct policy drawn up by the LPL staff was discussed and amendments, such as combining overlapping paragraphs, suggested.

d. Staff Update:

New Children's Librarian: Sarah Feather is a welcome addition to the Children's department. She will work 35 hours per week. Her duties include: creating and running programs and storytimes, readers advisory, reference, and collection development.

e. Building & Grounds:

1. Elevator: Two-way communication is required to bring it up to code. A phone will be installed in the elevator cab next week and will cost \$2,300. In addition to a special phone, heavy duty phone cabling will be installed.

2. AC Replacement Update: Peter talked to Jeff White, project engineer; the drawings are almost done.
3. Facility Review: The facility review will evaluate the condition of the building, mechanical equipment, and plumbing. It will also include a more detailed description of the deterioration of the north and south parapets of the 1989 addition and a firm repair cost.

Upcoming Trustee Transitions:

- Jen James will not be running for another term, as she has other commitments. Dennis Picker has expressed an interest in joining the Trustees; he has experience on other Town boards including the Planning Board and School Committee.
- Martin Dermady is leaving the Trustees now that his children have graduated from high school. He will stay on the board until the School Committee finds a replacement.

Reports:

Librarian's Report:

- Barbara reported that the Tarbell room is more popular than ever for cultural and children's events. Room capacity and related postings were discussed. Kudos to the Children's librarians for weathering the huge numbers of attendees at the school vacation Library events, especially the dance party.
- At the Trustees request, Barbara will invite Sarah Feather to a future Trustees meeting.

Friends

Martin reported on the proposed biennial fund-raising project. They will consult Dave Levington, who has some experience in this. They will research library foundations that raise funds for capital improvement projects and reach out to other libraries for ideas. Ron and Kathleen have done some research already. If a library foundation is created, someone is needed to run it. Jacquelin will include this in next month's agenda.

The next meeting is on **Monday**, March 25, 2019.

The meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Ginny Turpin